

**Alaska Court System
Class Specification**

PAYROLL SUPERVISOR

Range: 17

EEO: 2

SOC: 11-3121

Class Code: C3504

Definition:

Under general supervision, the Payroll Supervisor is responsible for the development and implementation of the personnel and payroll functions of the Alaska Court System and ensures the accuracy and timeliness of all transactions.

Distinguishing Characteristics:

The Payroll Supervisor is a single-position job class responsible for the development, implementation, and supervision of the processes and procedures governing payroll and personnel functions for the Alaska Court System.

Supervision Received:

The Payroll Supervisor works under the general direction of the Deputy Human Resources Director. Supervision and evaluation are based on the overall operation, efficiency, timeliness, and accuracy of the Payroll section.

Supervision Exercised:

The Payroll Supervisor will recruit, hire, train, supervise, evaluate, and discipline technical and clerical staff. The incumbent exercises substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

Examples of Duties:

Evaluate the processes and systems governing the payroll and personnel functions of the Alaska Court System. Draft technical procedures and guidelines. Serve as the primary liaison with the Department of Administration, Division of Finance and Division of Retirement & Benefits.

Provide advice, direction, and information to supervisors and employees on human resource issues such as payroll, leave, performance evaluation, and family leave.

Recruit, select, train, and supervise staff of the Payroll Section. Assign duties, monitor the quality and quantity of work, and evaluate performance. Assist staff in the interpretation and application of procedures, rules, regulations, and statutes governing payroll and personnel matters. Develop performance improvement plans and administer progressive discipline.

Review and certify payroll and personnel actions. Ensure the accuracy and timeliness of all transactions.

Develop and deliver training on payroll, personnel, family leave, and other human resource topics.

Establish quality control criteria and resolve quality control assurance issues. Conduct complex audits. Investigate and resolve discrepancies and errors regarding pay, leave, benefits, and family leave entitlements.

Maintain, update, and distribute information regarding judicial salaries and retirement contributions. Ensure compliance with statutory requirements of the Judicial Retirement System. Maintain records of judicial, acting, and pro tempore service.

Manage the performance evaluation system. Establish guidelines and procedures to track evaluations and notify supervisors when due or past due.

Develop new employee orientation materials and train staff to deliver weekly orientation sessions. Revise and update the General Information for Prospective Law Clerks booklet and coordinate the annual transition of Law Clerks.

Investigate and respond to Workers Compensation and Unemployment Insurance claims. Prepare the annual OSHA report of occupational injury.

Develop spreadsheets and prepare management information reports regarding employee pay, benefits, and demographics. Calculate the personnel cost of various budget or classification scenarios.

Research and compile information on human resource topics.

Knowledge, Skills, Abilities:

The Payroll Supervisor requires knowledge of:

- Personnel, payroll, and family leave statutes, regulations, rules, and procedures.
- Basic accounting principles and procedures.
- Principles and techniques of effective supervision.
- Proper business English and correspondence standards.

The Payroll Supervisor requires skill in:

- Interpreting, explaining, and applying complex statutes, regulations, and procedures.
- Making payroll and benefits calculations.

The Payroll Supervisor requires the ability to:

- Organize, schedule, and prioritize work.
- Investigate and analyze situations and take effective actions, and determine and establish priorities.
- Read, understand, interpret, and apply technical manuals.
- Develop and deliver training regarding payroll, personnel, and family law.

- Establish and maintain cooperative relations with supervisors and employees.

Minimum Qualifications:

Three years of advanced clerical or technical experience applying and interpreting statutes, regulations, and policies. The required experience is met by work such as Human Resources Generalist, Deputy Clerk III, or Administrative Assistant with the Alaska Court System or the equivalent with another employer.

Substitution:

Successful completion of business or accounting courses from an accredited college may substitute for up to one year of the required work experience (3 semester hours or 4 quarter hours of academic credit equals one month of work experience).

09/99 – Original

03/02 – Revised

11/05 – Revised

05/13 – New class code; new range

03/14 – Revised, WPA